



AGREEMENT FOR DESIGNATION AS DEPARTMENT OF COMMERCE AGENT
for the Rental Weatherization Program

The officials listed below are hereby designated as State of Wisconsin Department of Commerce agents with the power to validate Stipulation and Waiver Agreements as required by the Rental Unit Energy Efficiency Standards (COMM 67 and Stats. 101.122)

An owner of residential rental unit property to allow the transfer of the rental unit and recordation of the documents of transfer may immediately use validated Stipulations and Waiver Agreements.

Regardless of the residential rental unit's location in the state, given an application, the designated agent is obliged to:

- 1) Collect \$50.00 fee (checks made out to Safety & Buildings Division) and briefly review application for completeness.
- 2) Make sure the Waiver or Stipulation Agreement has been signed by the intended purchaser(s) of the rental unit or a legal representative holding a valid power-of-attorney authorization.
- 3) Sign and date the Waiver or Stipulation Agreement. Use the Revenue Tax number (municipality number)* with agent name.
- 4) Apply a YELLOW Department of Commerce Transfer Authorization stamp to the Stipulation Agreement OR a BLUE Department of Commerce Transfer Authorization stamp to the Waiver Agreement.
- 5) Copy the Transfer Authorization Number off the stamp on to the space provided.
- 6) Distribute copies. The yellow second ply shall be sent promptly to the Department of Commerce. The Authorizing Agent keeps the green third ply.
- 7) Compensation of \$5.00 will be forwarded quarterly to the agent for each authorization returned to the Department of Commerce.

THE FOLLOWING DESIGNATED AGENT(S) MAY VALIDATE WAIVERS OR
STIPULATIONS ONLY AS OFFICIALS OF THE PUBLIC AGENCY:

TITLE OF MUNICIPAL
OR COUNTY OFFICIAL

NAME OF MUNICIPAL
OR COUNTY OFFICIAL

SIGNATURE OF
MUNICIPAL OR
COUNTY OFFICIAL

1) _____
PLEASE PRINT

PLEASE PRINT

2) _____
PLEASE PRINT

PLEASE PRINT

3) _____

PLEASE PRINT

PLEASE PRINT

4) _____
PLEASE PRINT PLEASE PRINT _____

5) _____
PLEASE PRINT PLEASE PRINT _____

6) _____
PLEASE PRINT PLEASE PRINT _____

Revenue Tax Number:* _____
(Municipality Number)

Complete Mailing Address: _____

Upon completion of the above, please forward this document to the Rental Weatherization Unit for approval.

Mail to: Safety & Buildings Division
Rental Weatherization Program
P. O. Box 7302
Madison, WI 53701

Approving Signature: _____ Date: _____

Agent designation is valid until termination by either party with an explanation of termination. Any changes in Register of Deeds or conditions of agreement must be accomplished by signing a new agreement. A change in all personnel (except the Register of Deeds) only requires notification to the Department not a new agreement.

If you are a new agent, meaning never been one before, upon approval by the Department of Commerce, Stipulation and Waiver Agreement Transfer Authorization stamps will be forwarded to you along with other Agent start-up information.

*If you have any questions regarding the Revenue Tax Number for your municipality, please call 608-267-2240.